



American Embassy

Subdivision 694/Stand 100,
Kabulonga District, Ibex Hill Road
P.O Box 31617, Lusaka District, 10101, Zambia

PEPFAR ADMINISTRATIVE ASSISTANT

The U.S. Embassy in Zambia invites applications from suitably qualified and experienced individuals to fill the position of PEPFAR Administrative Assistant in the Mission's Executive (PEPFAR Coordination) Office.

CONDITIONS OF EMPLOYMENT

Full-Time (40 hours/week) based on the Embassy's Local Compensation Plan – FSN 9, with a salary ranging from ZK 126,085,897.00 to ZK 196,968,342 per annum.

MAJOR DUTIES & RESPONSIBILITIES

Incumbent is responsible for providing coordination and administrative support to the Department of State PEPFAR Coordinator (PC) and PEPFAR Coordination Office (PCO) on all administrative activities for the DoS PCO and supports other PCO team members as necessary. Under the supervision of the PC, incumbent coordinates the development and negotiation of contracts as assigned; plans external and internal meetings for the PCO; manages PCO TDYs within and outside of Zambia and ensures all logistics are in place. Incumbent supports the PC in the development and distribution of written materials for the PCO, such as letters, meeting invitations, official PEPFAR documents, etc. S/he is also responsible for the upkeep of files, both hard and soft, ensuring that documents to and from the PCO are on file and available. Performs other duties as assigned.

REQUIRED QUALIFICATIONS

The successful candidate must address the following with specific and comprehensive information supporting each requirement:

- Successful completion of secondary school and secretarial or administrative management training leading to a certificate or diploma is required.
- Minimum of three years progressively responsible secretarial or administrative assistant experience is required.
- Fluent (level IV) written and spoken English is required.
- Broad knowledge of office procedures and administrative management and excellent organizational and interpersonal skills are required.
- Ability to use Microsoft Office programs (Outlook, Excel, PowerPoint, and Word) is required.

TO APPLY:

Interested applicants for this position must submit the following by close of business on the closing date of this announcement, or the application will not be considered:

- Application for Employment (DS-0174) if currently employed by the US Government or its agencies; or
- A current resume or curriculum vitae containing the same information required on the DS-0174 and supporting application letter; plus
- Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed.

NOTE

All applicants who are not Family Members of USG employees officially assigned to post and Under Chief of Mission Authority must be RESIDING IN COUNTRY and have the required work and/or residency permits to be eligible for consideration.

The closing date for receiving applications is **August 30, 2011**. Only candidates meeting the above requisites should submit their applications including CVs and copies of certificates to: The Human Resources Office, American Embassy, Subdivision 694/Stand 100, Ibex Hill Road, Lusaka District, P.O. Box 31617, Lusaka.

Only short listed candidates will be contacted.